



# Atherstone Town Council

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Friday 19<sup>th</sup> June 2026

I hereby give notice of a Meeting of Atherstone Town Council to be held in the Committee Room, North Warwickshire Borough Council Civic Suite, Council House, South Street, Atherstone, Warwickshire, CV9 1DE at **7:00pm** on **Wednesday 24<sup>th</sup> June 2026** at which the following business will be transacted. Any Councillor unable to attend should forward their apologies either to the Clerk or the Chairman.

If you have any queries regarding this information, please do not hesitate to contact me.

Yours sincerely,

Jack Turner BA. Hons. Cert.CiLCA - Locum Town Clerk and RFO

## AGENDA.

1. **Apologies:** To receive and approve reasons for absence.
2. **Declarations of Interests and Dispensations:** To receive Declarations of Interests and consider grant of dispensations of which written notice has been received by the Clerk.
3. **Public participation:** Residents are invited to give their views and question the Town Council on issues on this agenda or raise issues for future consideration at the discretion of the Chairman (*max 3 mins per speaker*) *Members of the public wishing to raise issues which are not on the agenda are requested to notify the Clerk by midday on the day of the meeting where possible. (Please refer to Standing Orders 3.e-k for further guidance.)*
4. **Reports from External Organisations (for information only):**
  - a) **Warwickshire Police:** To receive a verbal report, if present.
  - b) **County and Borough Councillors** (for information only): To receive verbal reports from County and Borough Councillors, if present.
5. **Minutes:** To approve the minutes of the Town Council meeting held on the 14<sup>th</sup> May 2026 and to note the Clerks report.
6. **Planning:**
  - a) To consider new applications:

Reference	Address	Details	ATC comment / Deadline
<a href="#">2026/0409/TRE</a>	The Council House NWBC	Trees in a Conservation Area	3 <sup>rd</sup> July 2026
<a href="#">2026/0371/HH</a>	53 Croft Rd Atherstone	Application to replace flat roof over the garage and porch.	20 <sup>th</sup> June 2026 – extended to 25 <sup>th</sup> June.



WCC	Outwoods Primary School	Relocation of an existing Portakabin Limited Ultima double classroom building.	25 <sup>TH</sup> June 2026
<a href="#">2026/0405/NMA</a>	Britannia Works	Non-Material amendment to permission PAP/2019/0180	25 <sup>TH</sup> June 2026
<a href="#">2026/0346/FUL</a>	One School Global UK	Long Street Atherstone	11 <sup>th</sup> July 2026

*\*Any planning applications received from NWBC ahead of the meeting date, following the publication of this agenda may also be considered under this item.*

b) To report decisions on previous applications (for information only):

Reference	Address	NWBC decision
<a href="#">DOC/2026/0006</a>	Land at Old Holly Lane	Granted
<a href="#">PAP/2025/0585</a>	14 Holte Rd	Granted subject to conditions
<a href="#">2026/0151/TRE</a>	Atherstone Library	No objection
<a href="#">2026/0152/TRE</a>	Rear of Red Lion Hotel	No objection
<a href="#">2026/0169/DOC</a>	Land East of Old Holly Lane	Granted
<a href="#">2026/0203/PN14</a>	16 Westwood Rd	Prior approval not required
<a href="#">2026/0253/HH</a>	2 Church Walk	Granted subject to conditions
<a href="#">PAP/2026/0075</a>	20 Repington Avenue	Granted subject to conditions
<a href="#">PAP/2026/0071</a>	Chapel House Atherstone	Granted subject to conditions
<a href="#">2026/0228/HH</a>	68 Royal Meadow Drive	Granted subject to conditions
<a href="#">2026/0284/PN12</a>	Atherstone Leisure Complex	Prior approval not required

*\*Any planning applications decided by NWBC ahead of the meeting date, following the publication of this agenda may also be reported to the Town Council under this item.*

## 7. Correspondence Received:

a) To note the Local Council Award Scheme Silver Accreditation.

## 8. Annual Town Council Items (Standing Order 5j):

a) Items v – viii See Council Structure 2025-26 including Committees, Working Groups and Representatives Document last reviewed 18<sup>th</sup> February 2026.

- v. **Review of delegation arrangements to committees, sub-committees, staff and other local authorities:**
- vi. **Review of the terms of reference for committees:**

- vii. **Appointment of Members to existing Committees:**
- viii. **Appointment of any new committees in accordance with standing order 4.**
- ix. **Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses:**
- x. **Review of representation on or work with external bodies and arrangements for reporting back:**
- xiii. **Review of the Council's and/or staff subscriptions to other bodies:**
- xiv. **Review of the Council's complaints procedure** last adopted 15<sup>th</sup> May 2025
- xv. **Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (see also standing orders 11, 20 and 21)** last adopted 15<sup>th</sup> May 2025 with the next review date scheduled for May 2027.
- xvi. **Review of the Council's policy for dealing with the press/media** last adopted 15<sup>th</sup> May 2025 with the next review date scheduled for May 2027.
- xvii. **Review of the Council's employment policies and procedures** last adopted 15<sup>th</sup> May 2025 with the next review date scheduled for November 2026.
- xviii. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.**
- b) **To review and adopt the draft policy for dealing with IT.**

## **9. Committees, Working Groups and Representations (for information only)**

- a) To receive written/verbal reports from working groups.
- b) To receive reports from Town Councillors.
- c) To receive reports from Town Council representatives (if applicable)
- i) Town Mayor report.
- d) To receive and consider a proposal on the WCC Hackathon.

## **10. Financial Matters:** To note the Finance Report from the RFO and consider the following:

- a) To consider regular payment list for 2026-27 to cover the Council's continuing contracts and obligations.
- b) To approve the Bank Reconciliation to 31/05/2026.
- c) To receive the annual budget monitoring report as at 31/05/2026.
- d) To ratify payments made under delegated authority.
- e) To approve the payment schedule (& nomination of two signatories to authorise the internet payments)
- f) To consider the report on the Town Council's prospective ethical banking choices and to agree any associated actions.
- g) To receive a verbal update on the grant application for St Mary's Playground.
- h) To agree to move £15,000 to the Earmarked Reserve for St Mary's Playground.
- i) To review the Town Council's Earmarked Reserves and agree the schedule of Earmarked Reserves.
- j) To consider the quotation report on St Mary's Playground, compiled by the Locum Clerk.
- k) To note the Internal Audit report.
- l) To receive and to note the Internal Auditor's report section of the AGAR for 2025/2026.
- m) To receive and approve the Annual Governance Statement for 2025/2026.
- n) To receive and approve the Accounting Statements for 2025/2026 and to receive any explanations of significant variances.
- o) To note the period of public rights and publication of the Annual Governance and Accountability return.

## **11. Community Grant Applications**

- a) To consider and application from Atherstone and District Vision Club

## **12. Atherstone Goals and Objectives:** To resolve to approve the goals objectives for this current Civic Year.

## **13. Town Council Archive:** to consider relocation and storage options / quotations.

## **14. Allotment Judging 2026** – to agree a judging panel and judging date in July /August. To delegate authority to the judging panel to consider the award categories and prize money within the current budget and for the Deputy Clerk to notify the winners and organise a presentation at Full Council in September 2026.

**15. Items for future meetings.**

**16. Closed Session:** To consider moving into a closed session and exclude the public and press, in accordance with the Public Bodies (Admissions to Meetings) Act 1960, where publicity would be prejudicial to the public interest in the due to the confidential nature of the business to be discussed for items 17-20.

**17. Arcade:** To receive any legal documentation pertaining to the lease for Restore Collective.

**18. Atherstone Common Plots** – To receive an update.

**19.** To note the outcome of the probationary period with the Office Administrator.

**20.** To consider alterations to the terms and conditions of employment for the Office Administrator.

***Councillors are reminded of their duty to consider all aspects of equal opportunities, crime prevention, unlawful discrimination, biodiversity of the natural habitat, and other best practice when making decisions at the meeting.***